

**RECIPROCAL PROVISIONAL TEACHING CERTIFICATE**

**Certificate is valid for one year and is not renewable. For use by those holding valid Elementary, Secondary and Special Education Teaching Certificates from another state.**

**ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT**

Phoenix Office: P.O. Box 6490, Phoenix, AZ 85005-6490 Telephone: (602) 542-4367

Tucson Office: 400 W. Congress St., #118, Tucson, AZ 85701 Telephone: (520) 628-6326

[www.ade.az.gov/certification](http://www.ade.az.gov/certification)**Requirements 1, 2, 3, and 4 for the Reciprocal Provisional Teaching Certificate must be met.**

1. Valid out-of-state teaching certificate. Please submit the original or a notarized copy.
2. Bachelor's degree or higher from an accredited institution. Please submit official transcript(s).
3. Valid Class 1 or 2 Fingerprint Clearance Card issued by the Arizona Department of Public Safety. If fingerprinted in an approved state (listed on back), proof of application for Fingerprint Clearance Card and a signed testament form are required.
4. Fee of **\$60.00** made payable to the *Arizona Department of Education* by personal check, money order, or cashier's check only. Please NO CASH. Fees paid are not refundable.

**You will have one year to meet the following requirements:**

*(Requirements 5, 6, 7, and 8 must be met before the issuance of any other certificate.)*

**Professional knowledge and subject knowledge assessments** shall be waived for applicants who hold a current certificate from the **National Board for Professional Teaching Standards**.

5. Passing score on the **professional knowledge** portion of the Arizona Educator Proficiency Assessment. **Professional knowledge assessment** shall be waived for applicants with 3 years of verified teaching experience. The 3 years of experience shall have been completed during the last valid period of the out-of-state teaching certificate. Please submit a letter at the time of application from the District Superintendent or Personnel Director to verify teaching experience.
6. Passing score on the **subject knowledge** portion of the Arizona Educator Proficiency Assessment. **Subject knowledge assessment** shall be waived for applicants who hold a Masters degree or higher in the subject area to be taught. Official transcript reflecting the Masters degree in the subject area is required.
7. Course completion or successful test in the Arizona Constitution and United States Constitution. No additional certificate may be granted until the Arizona and U.S. Constitution requirements have been fulfilled as described in §15-532 (B).
8. Fingerprint Clearance Card issued by the Arizona DPS if deficiency has been applied to the reciprocal certificate at time of issue.

**CURRENT REQUIREMENTS TO CHANGE A RECIPROCAL TEACHING CERTIFICATE TO A TWO-YEAR PROVISIONAL TEACHING CERTIFICATE**

1. Valid Class 1 or Class 2 Fingerprint Clearance Card issued by the Arizona Department of Public Safety.
2. Submit all documents related to the completion of deficiencies such as passing scores on all required portions of the Arizona Educator Proficiency Assessment, Arizona Constitution and United States Constitution pursuant to R7-2-6193.
3. Completed and signed *Application for Certification* form.
4. Fee of **\$60.00** paid by money order, cashiers check, or personal check to the *Arizona Department of Education*. Please NO CASH. Fees paid are not refundable.

**For further certification information please refer to our website at [www.ade.az.gov/certification](http://www.ade.az.gov/certification)**

## **Approved States for Fingerprints Only:**

Alabama  
Arkansas  
California  
Colorado  
Florida  
Georgia  
Idaho  
Minnesota  
Nebraska  
Nevada  
New Mexico  
North Dakota  
Oregon  
South Carolina  
Utah  
Vermont  
Washington  
Wisconsin  
Wyoming